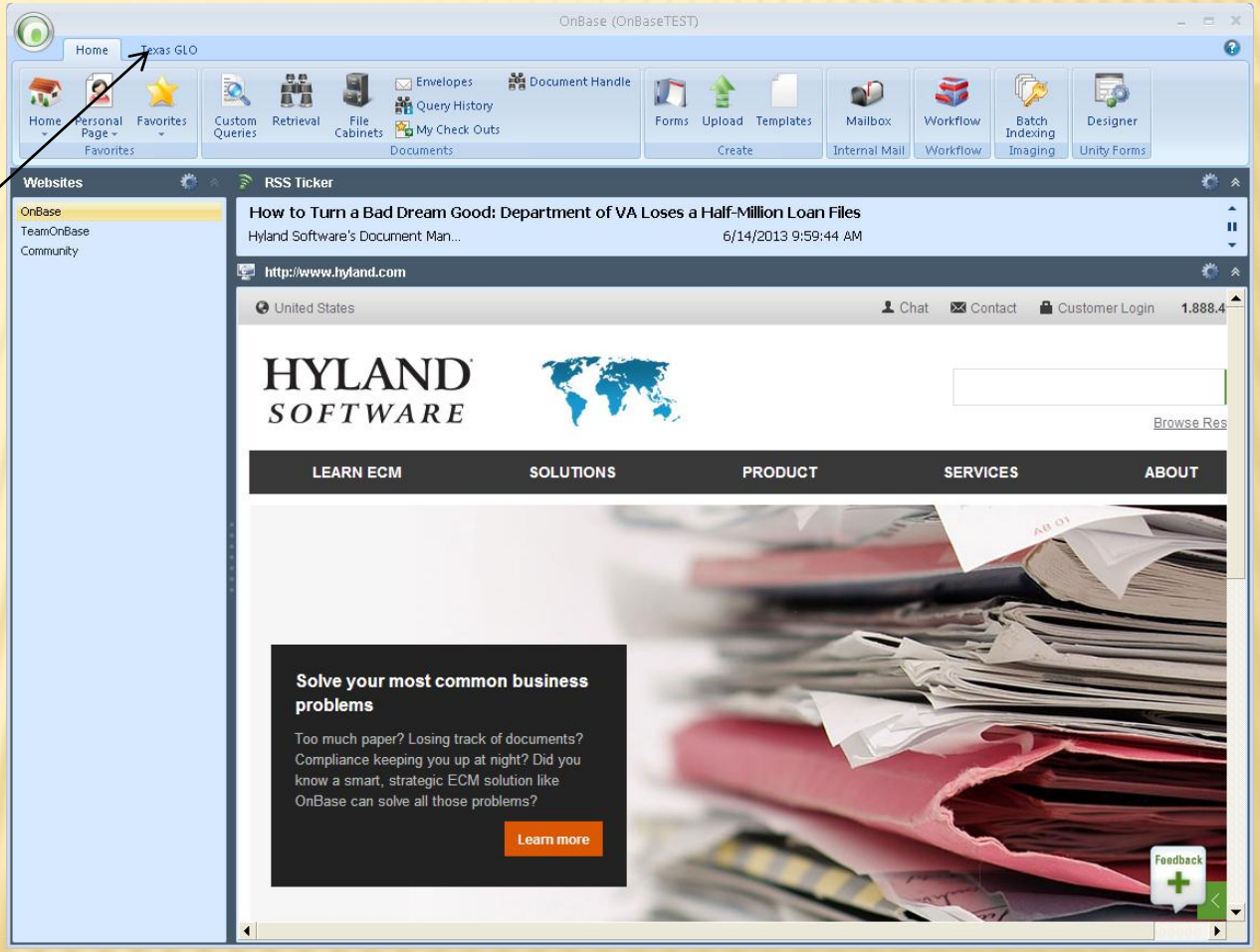
Bid Package WorkFlow

This is for EngSP and Internal Eng Team (GLO/HNTB)

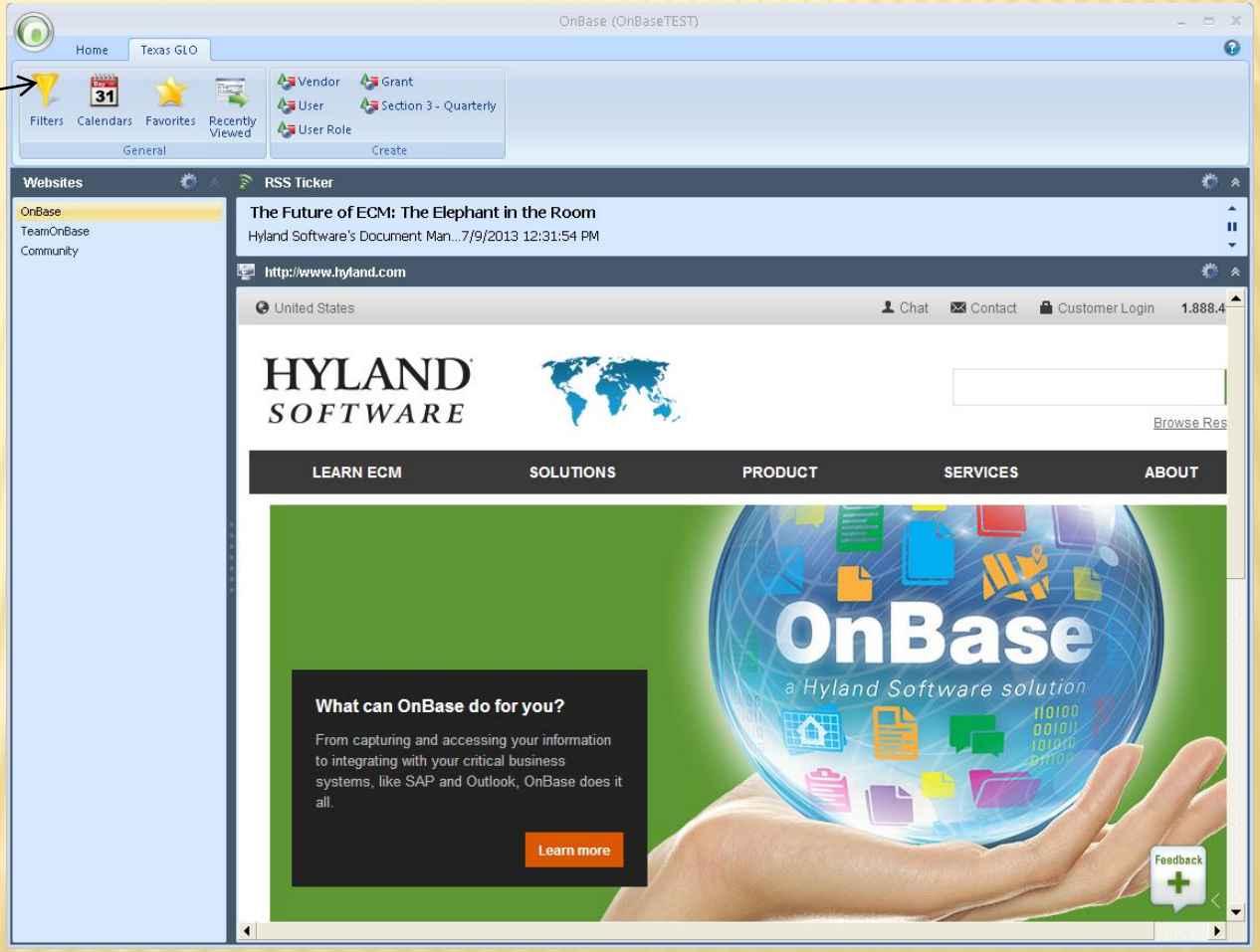
T-RECS (TEXAS RECOVERY SYSTEM)

1) Click on “Texas GLO”



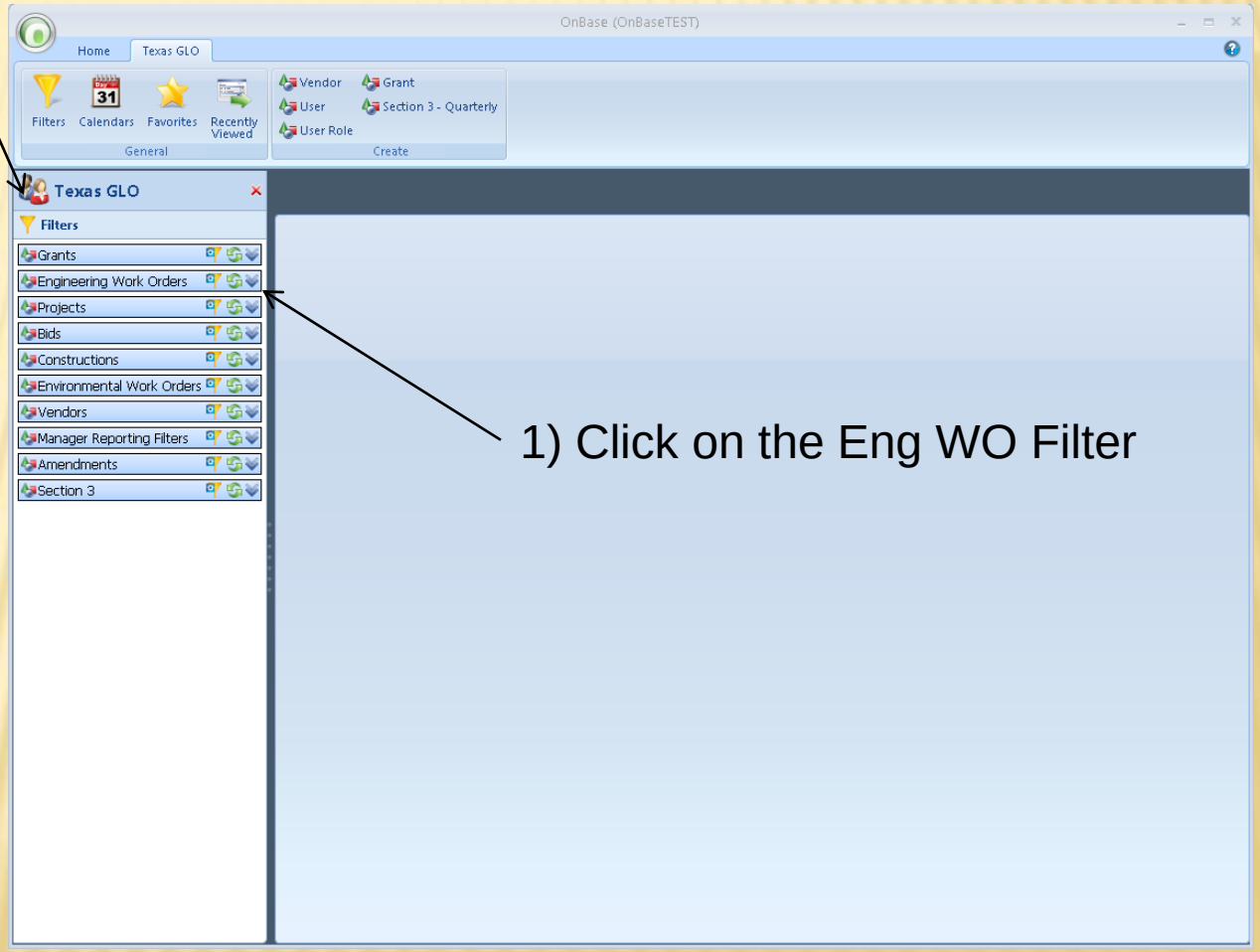
T-RECS

1) Click on “Filters”



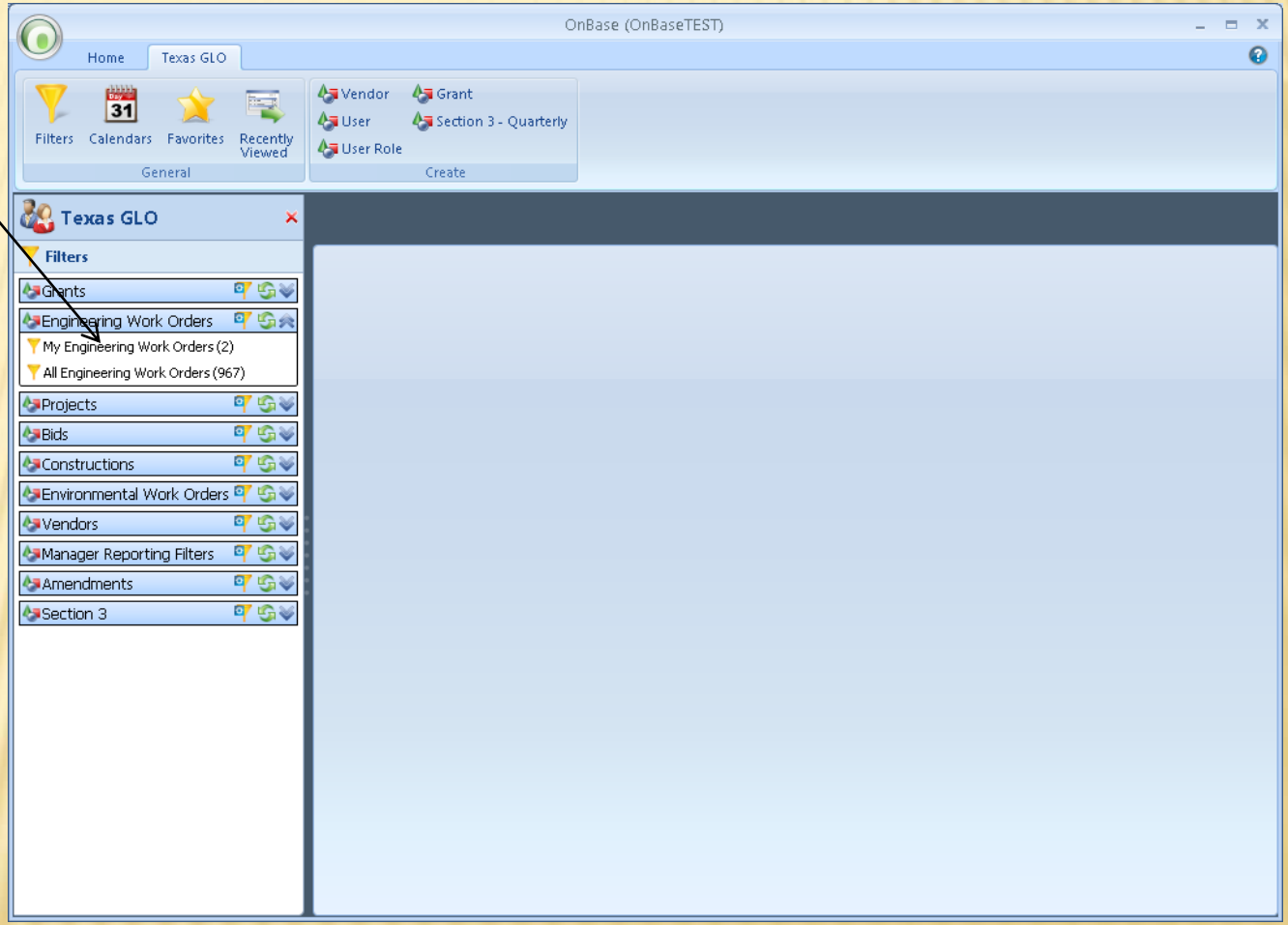
FILTERS

Depending on your user rights, you may or may not see all of these filters.



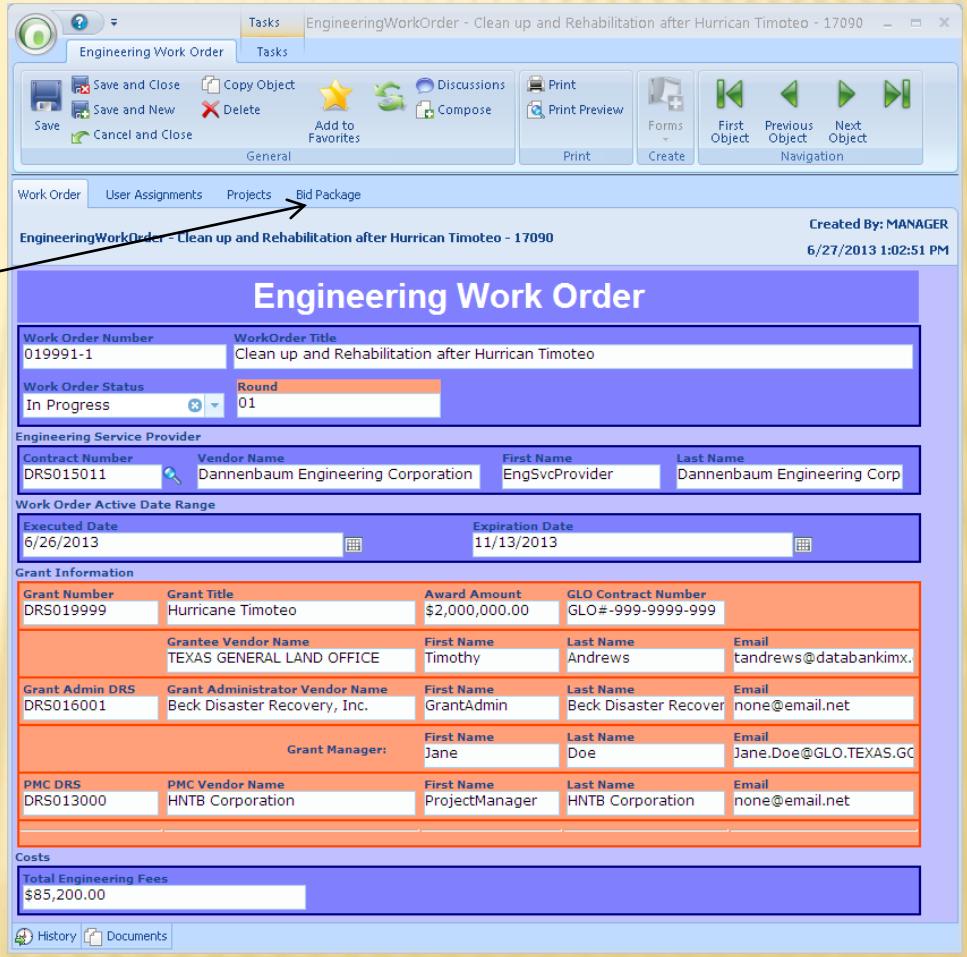
MY ENGINEERING WORKORDER

1)Click on “My Eng Work Order”



ENGINEERING WORKORDER

1)Click on “Bid Package” tab

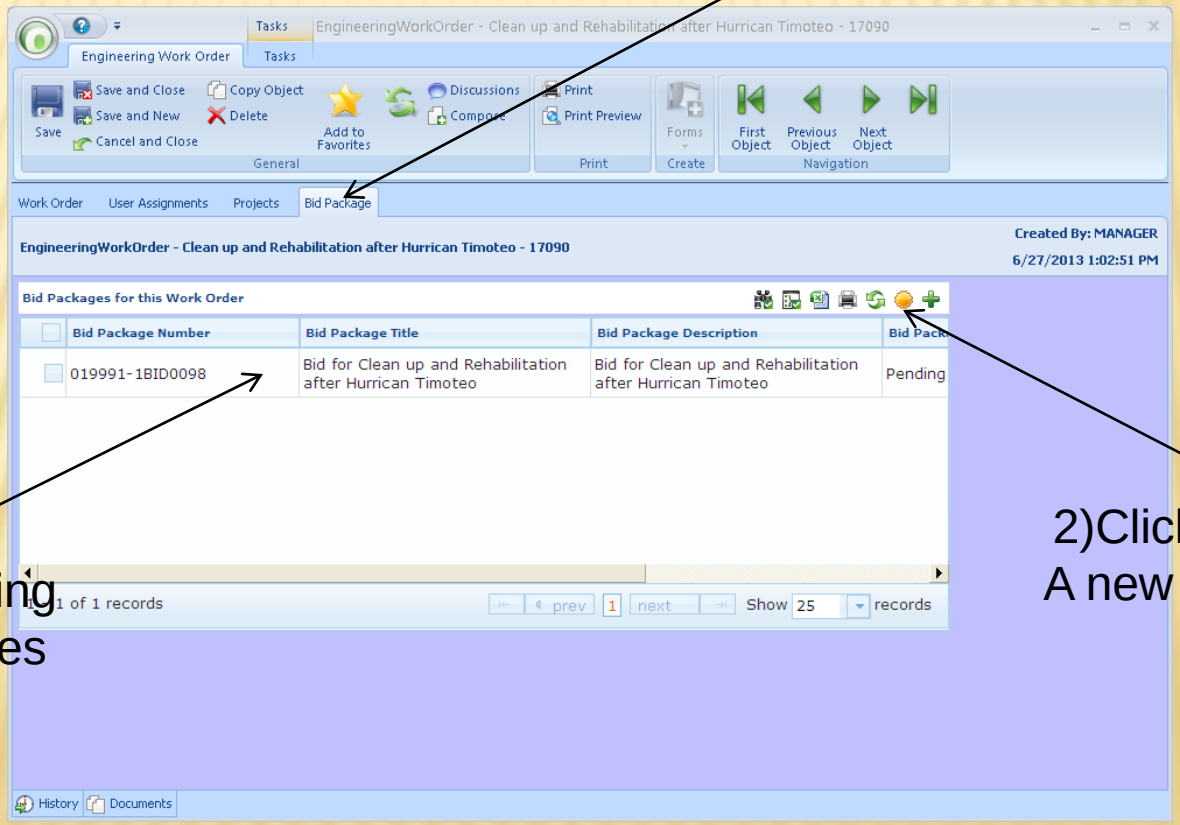


Owner : EngSP

CREATION OF BID PACKAGE

Upon creation of the Eng WO, Project, Site and Phase the system sends an email notification to the ENG Service Provider with an NTP to proceed to design stage. Eng SP will clink on link, sign in, and will be taken to the EngWO which will have Tab for Bid Package. They can also go to the OnBase home page and go through their EngWO's.

1)Click on Bid Package



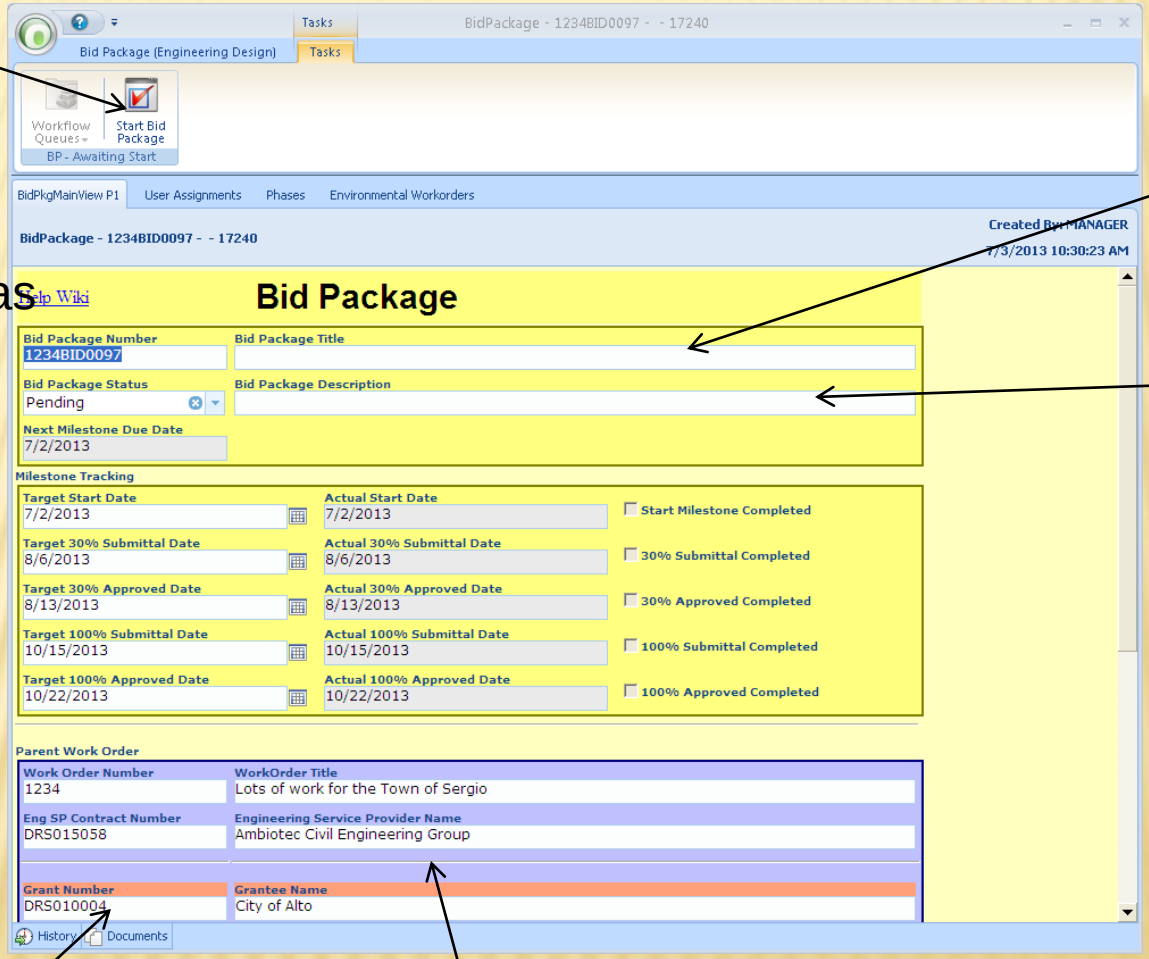
List of existing Bid Packages

2)Click on Create A new bid package

Owner : EngSP

CREATION OF BID PACKAGE

4)Click on Start Bid Package



1)Enter title.

2)Enter Description.

3)Modify Dates as Necessary.

Related Grant.

Related Eng WO and Grant.

BID PACKAGE DISCUSSION

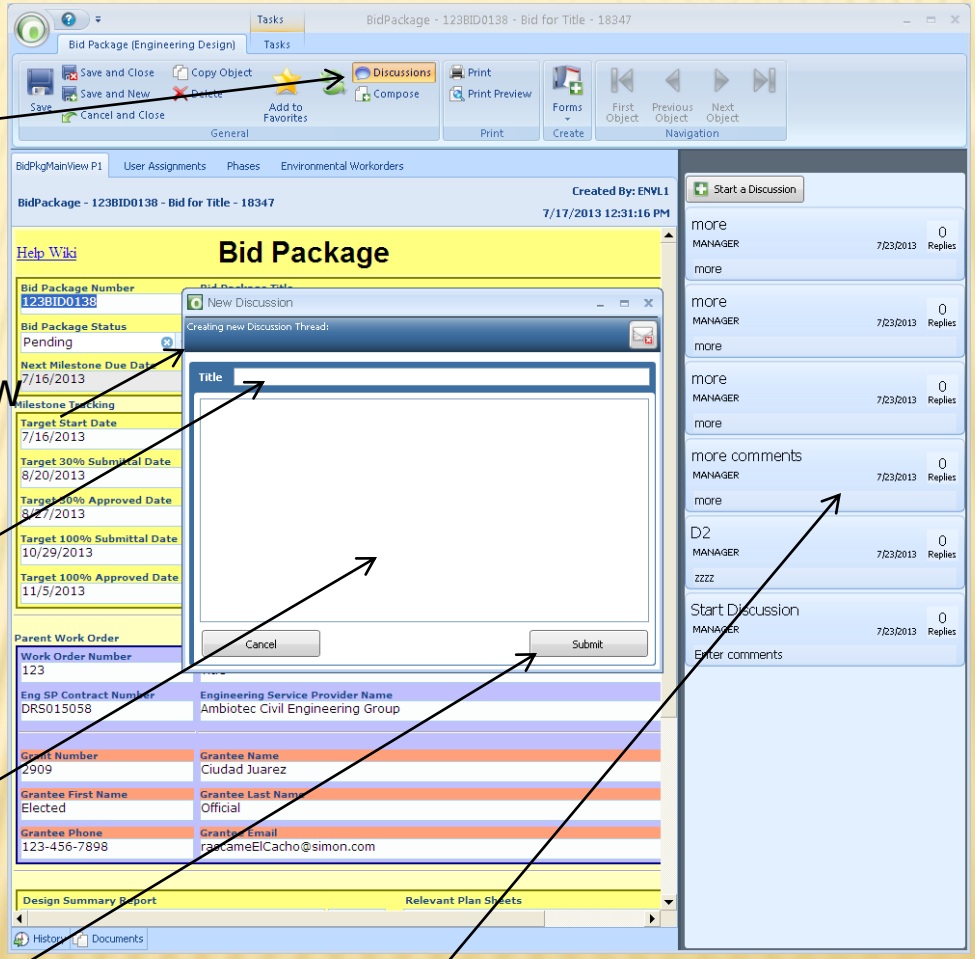
1) Click on Discussion.

2)Discussion Window Opens.

3)Type Title

4)Type message

5)Click submit



Existing Discussions

At any time the EngSP can start a discussion with the GLO Eng team.

These discussions can include monthly updates.

Requests to edit target dates, etc.

SELECTING RECEIPIENTS OF DISCUSSIONS

You can target an audience or limit the discussion by enabling the security option.

1) Select the discussion.

2)Select the lock.

3)Enable Security

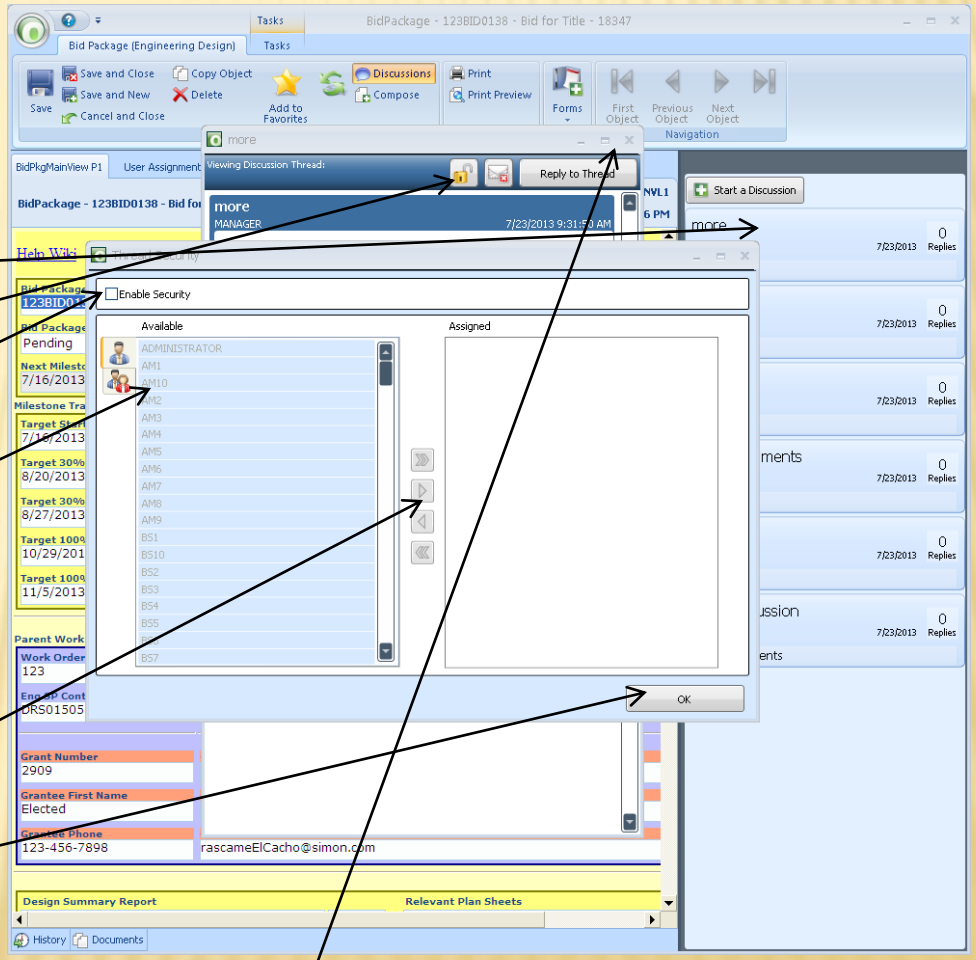
4)Select users.

5)Press the right arrow to add

6)Click okay

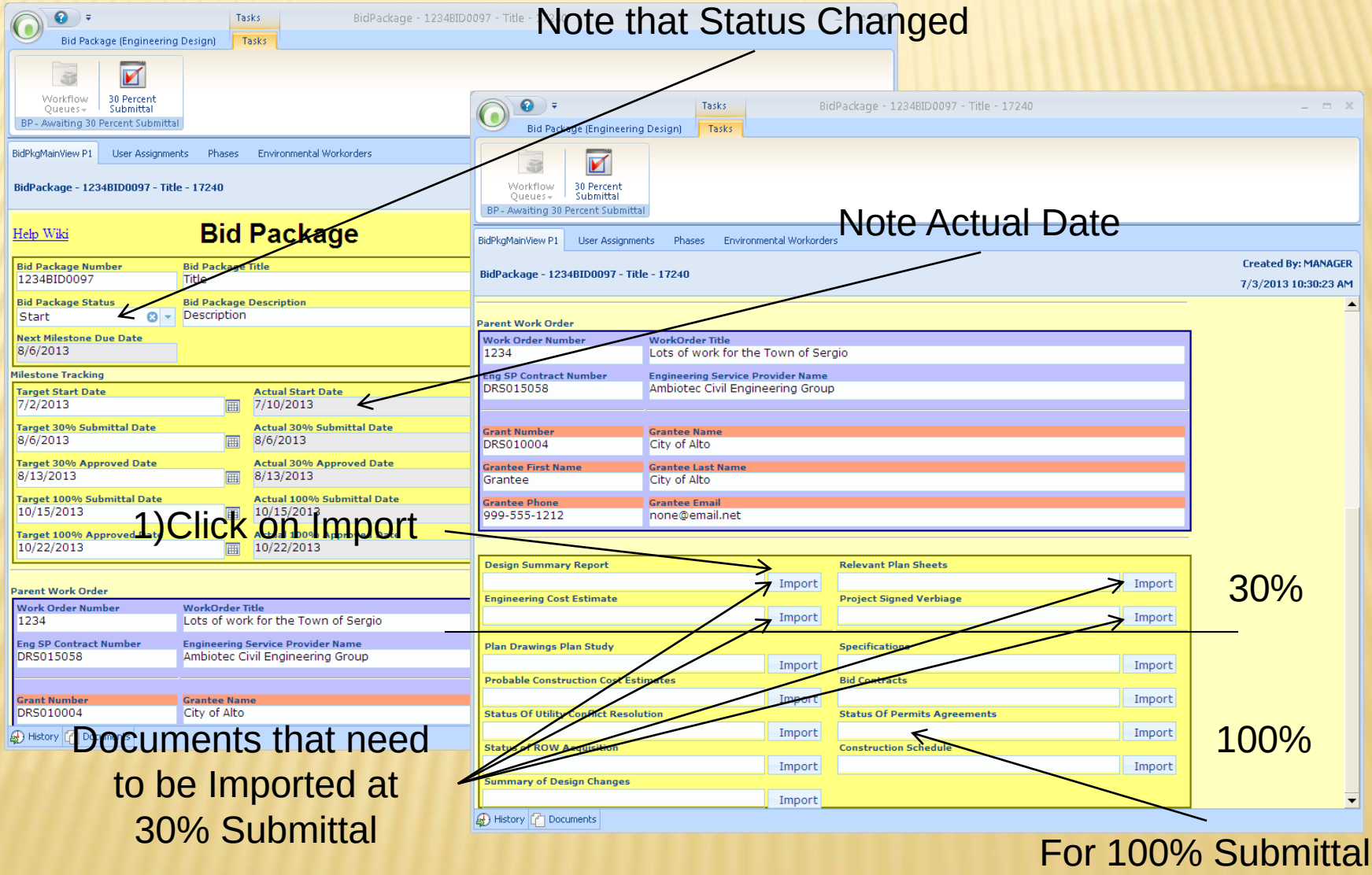
7)Click yes to email message

8)Close window



Owner : EngSP

30% SUBMITTAL

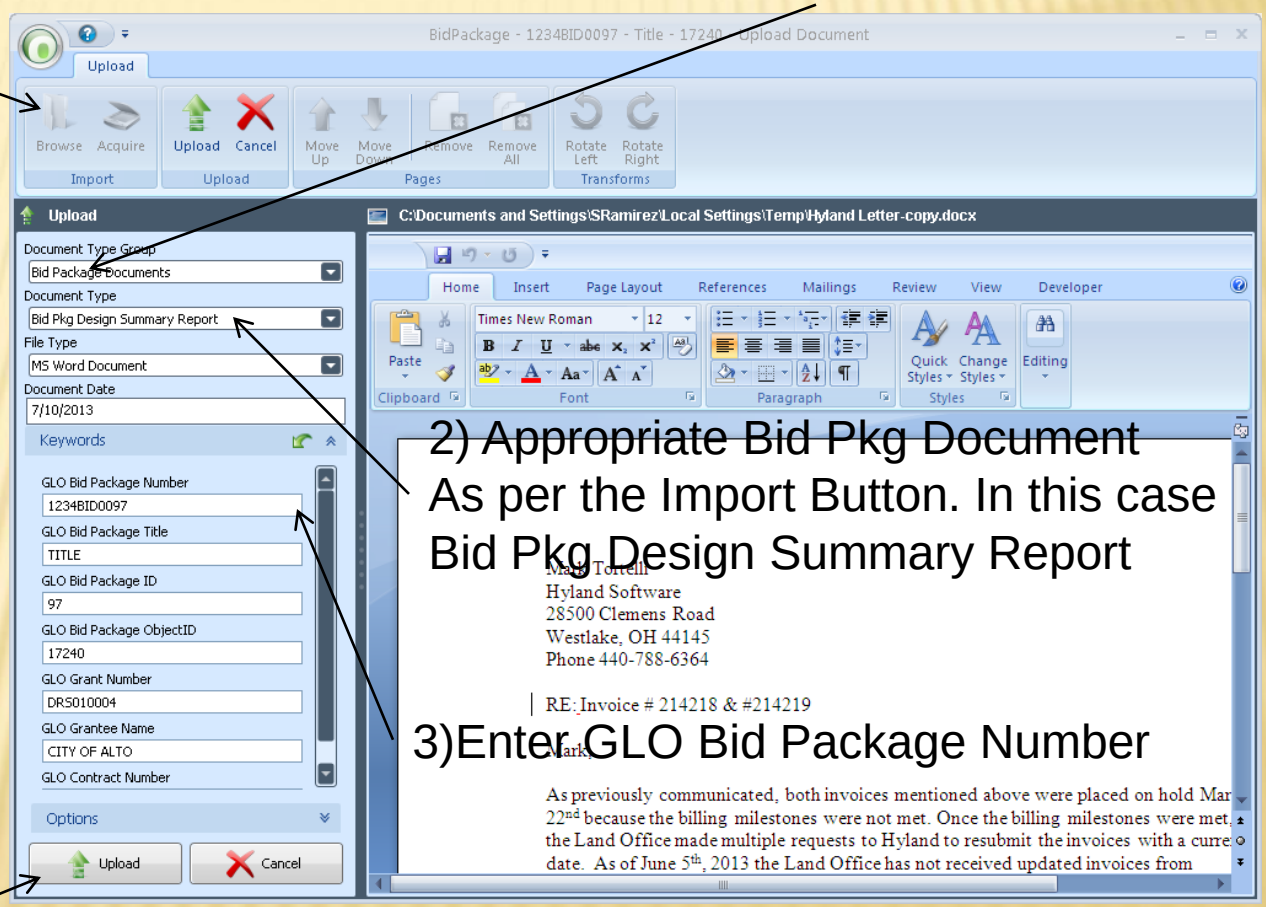


Owner : EngSP

DOCUMENT SUBMITTAL FOR 30%

5)Click on Browse

1)Select Type “Bid Package Documents” From Document Type Group



6)Select appropriate Document from your computer

2) Appropriate Bid Pkg Document As per the Import Button. In this case Bid Pkg Design Summary Report

3)Enter GLO Bid Package Number

7)Click Upload

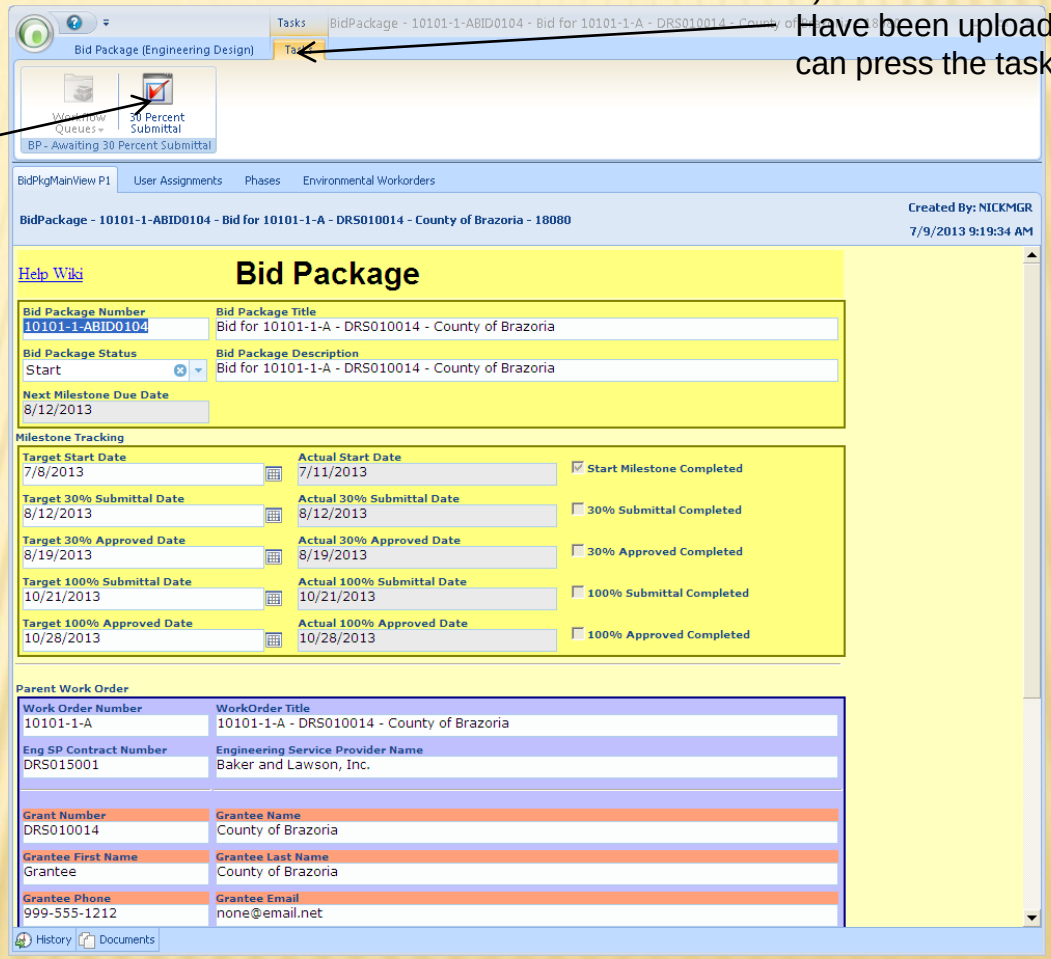
4)Press the Tab on your keyboard

Owner : EngSP

30% TASK

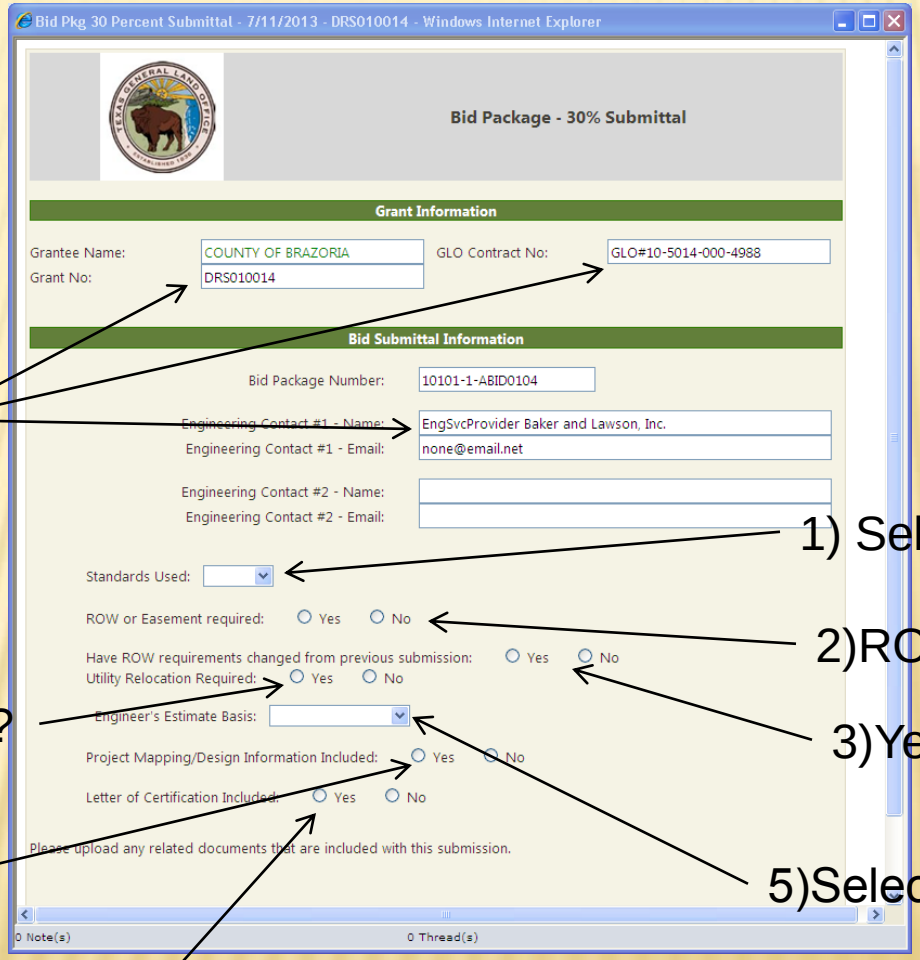
1)Once all four documents Have been uploaded, you can press the task button.

2)Click on 30% Submittal Task Button



Owner : EngSP

30% SUBMITTAL EFORM



System auto fill

1) Select Standards Used

2)ROW or Easement?

3)Yes or No?

4)Relocating Utilities?

5)Select Engineer's Estimate

6)Project Mapping Included?

7)Letter of Certification

*The letter of Certification is a task in the 100%. This will be removed.

End of EngSP 30% Process

Start of EngSP 100% Submittal

Owner : EngSP

100% BID PACKAGE SUBMITTAL

When the 30% Submittal is Approved, the EngSP will Receive an email notifying him To proceed to final design. Once Final submittal is ready to be submitted he will go to the appropriate Bid-package and continue.

Phase Info

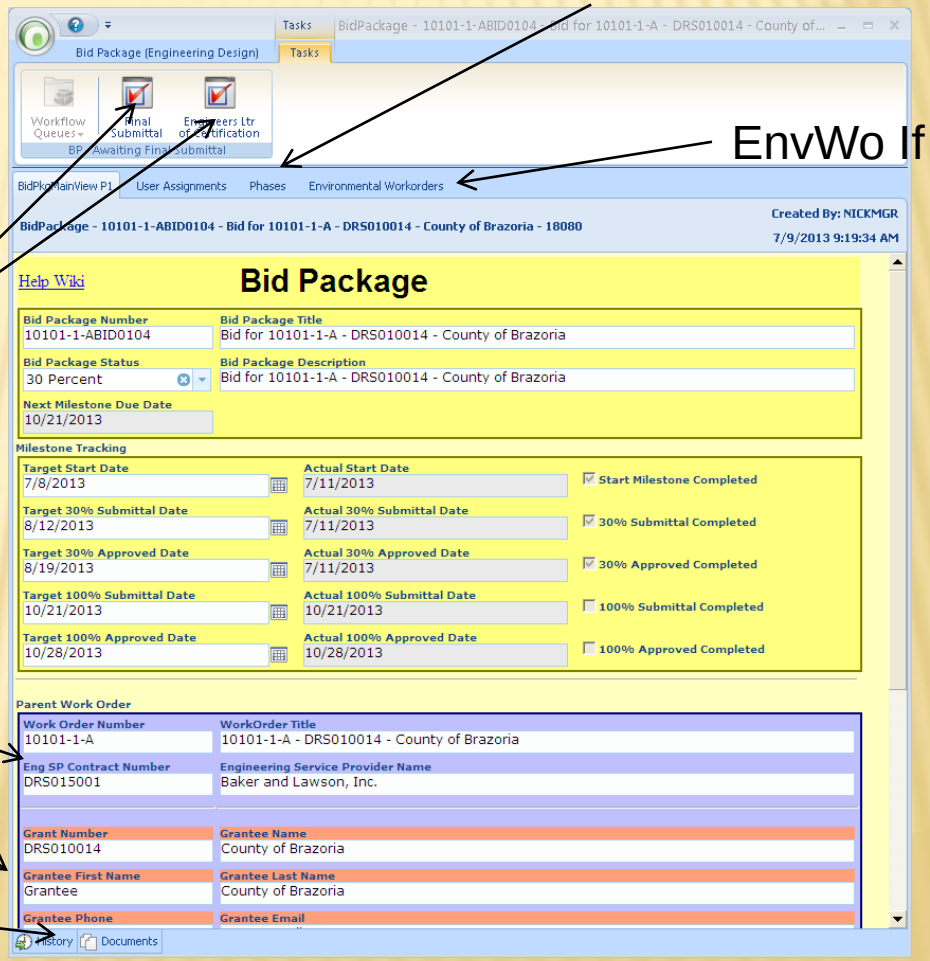
EnvWo If any

The EngSP will see Two options:

1) Final Submittal
2) Eng Ltr of Certification

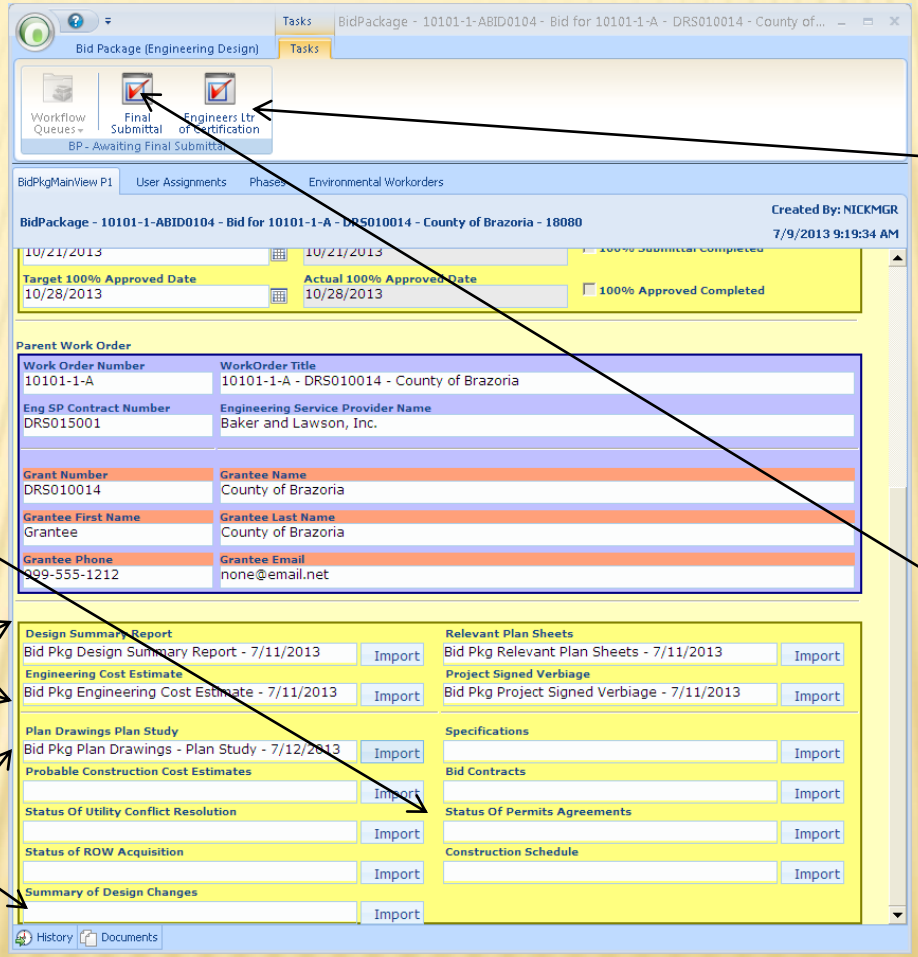
EngSP can view EngWO & Grant Detail

EngSP can view Documents



Owner : EngSP

100% SUBMITTAL



2) Submit LTR of Certification

1) Upload required Documents.

3) Click on Final Submittal

Docs submitted @ 30%

Docs submitted @ 100%

*All Docs must be uploaded In order to continue.

*Uploading is done the same way as the 30% uploading. See next page.

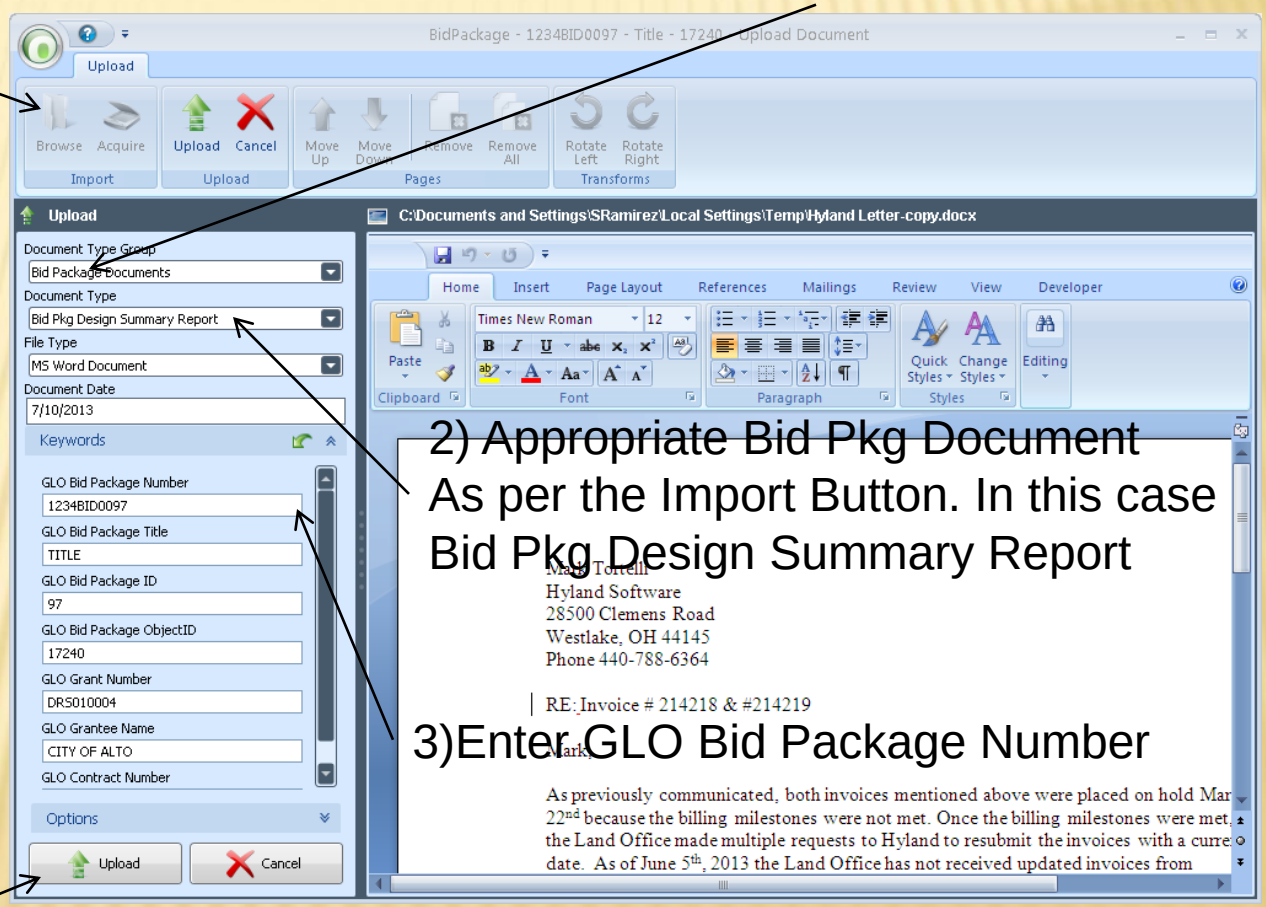
Owner : EngSP

DOCUMENT SUBMITTAL FOR 100 %

5)Click on Browse

1)Select Type “Bid Package Documents” From Document Type Group

6)Select appropriate Document from your computer



2) Appropriate Bid Pkg Document As per the Import Button. In this case Bid Pkg Design Summary Report

3)Enter GLO Bid Package Number

7)Click Upload

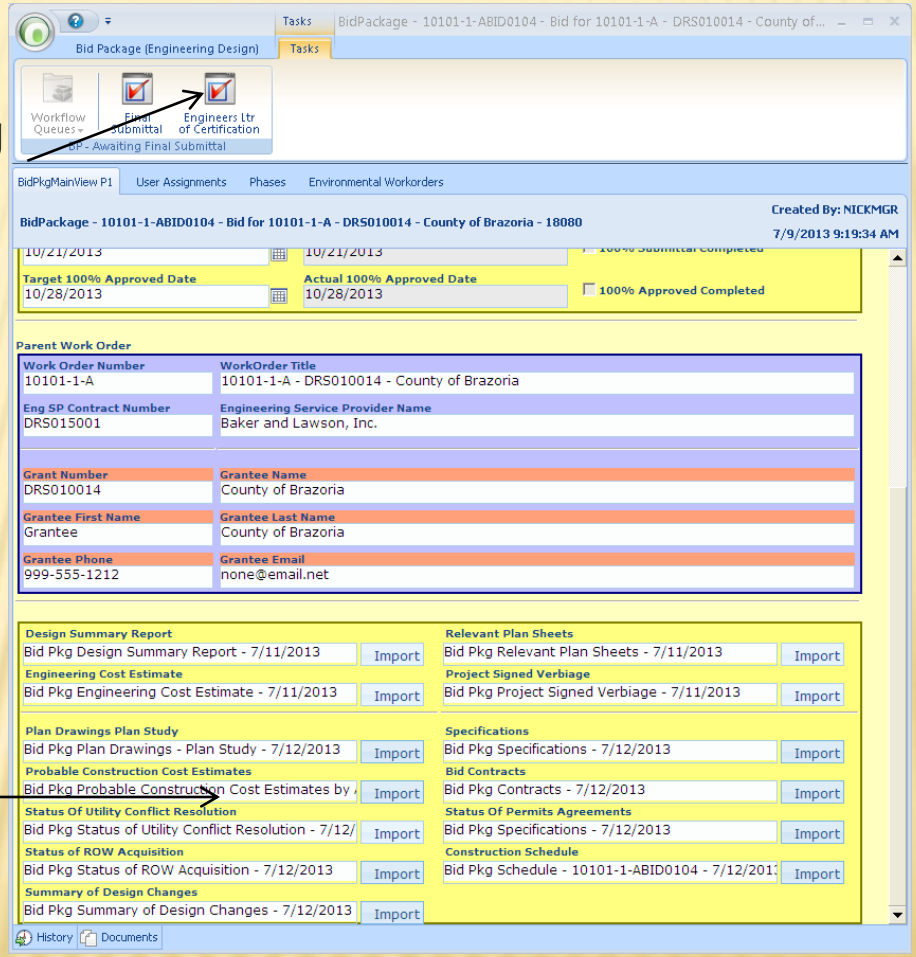
4)Press the Tab on your keyboard

Owner : EngSP

100% DOCS SUBMITTAL PROCESS

2) Click on Eng LTR of Cert

1)Once all Docs are submitted



Owner : EngSP

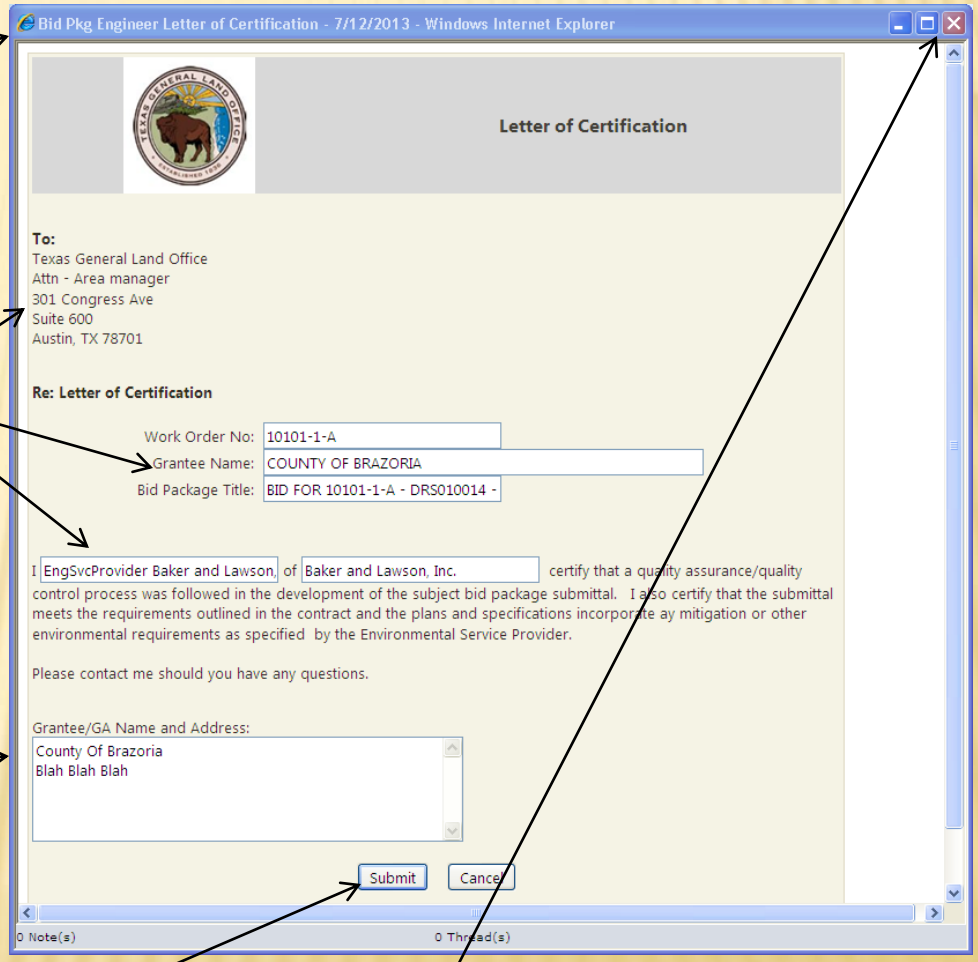
ENG LETTER OF CERTIFICATION

By clicking at the task button
A new window will appear.

Data will be auto filled

1)Enter Address

2) Click Submit



*Window will not close after submittal. We are working on this issue. Close it manually.

Owner : EngSP

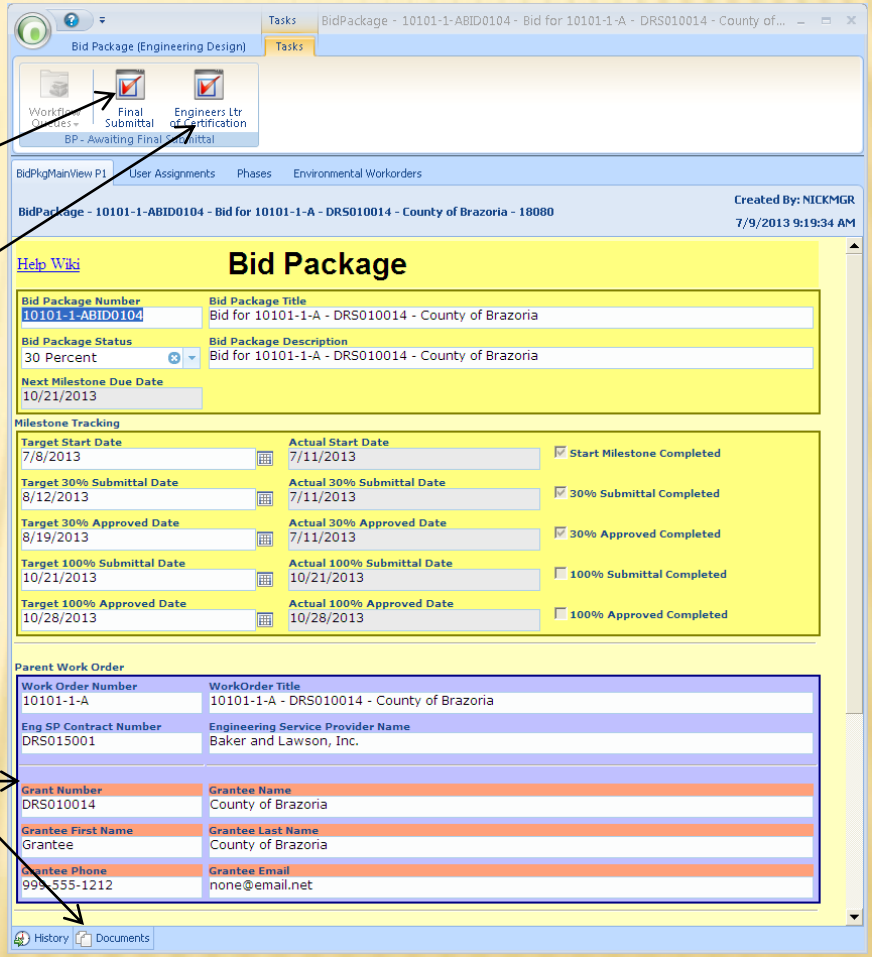
100% SUBMITTAL

1) Go back to the Bid Package Object

2) Click on Final Submittal

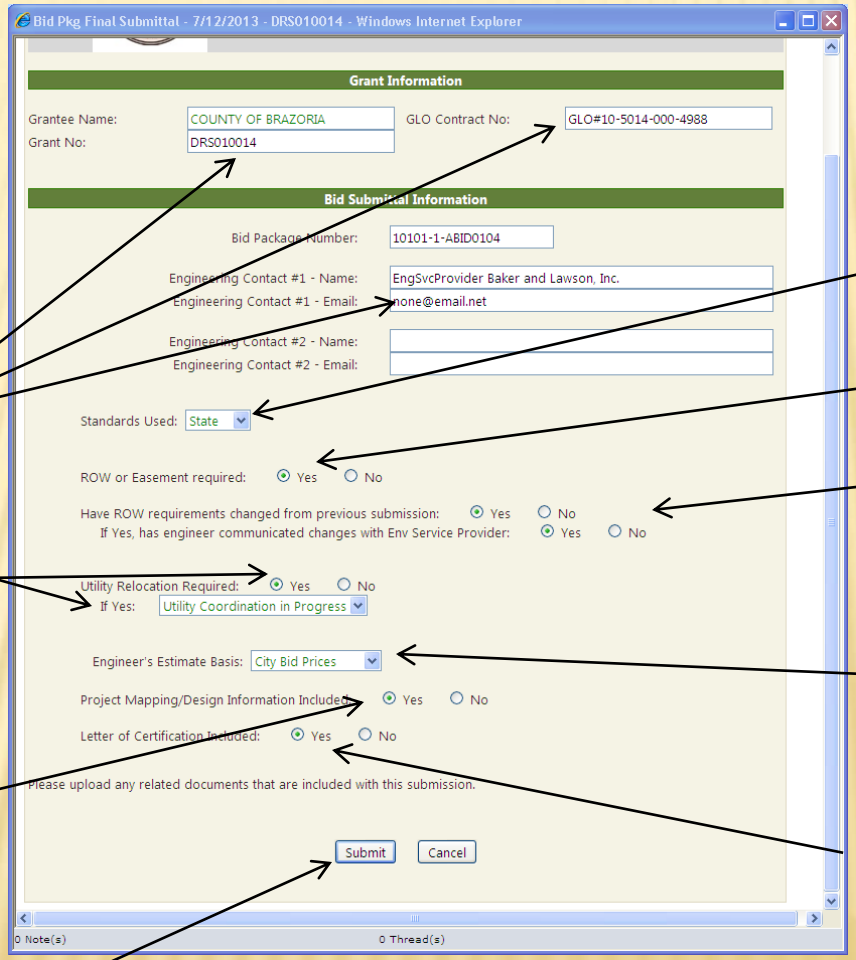
*Eng Ltr of cert button will still appear. Ignore. we are working on it.

*EngSP may review submittal and Documents



Owner : EngSP

100% SUBMITTAL EFORM



System auto fill

1) Select Standards Used

2)ROW or Easement?

3)Yes or No?

4)Relocating Utilities?
If yes, select status

5)Select Engineer's Estimate

6)Project Mapping Included?

7)Letter of Certification

8) Click Submit

End of EngSP 100% Submittal Process

CONSTRUCTION

Start of Construction Process

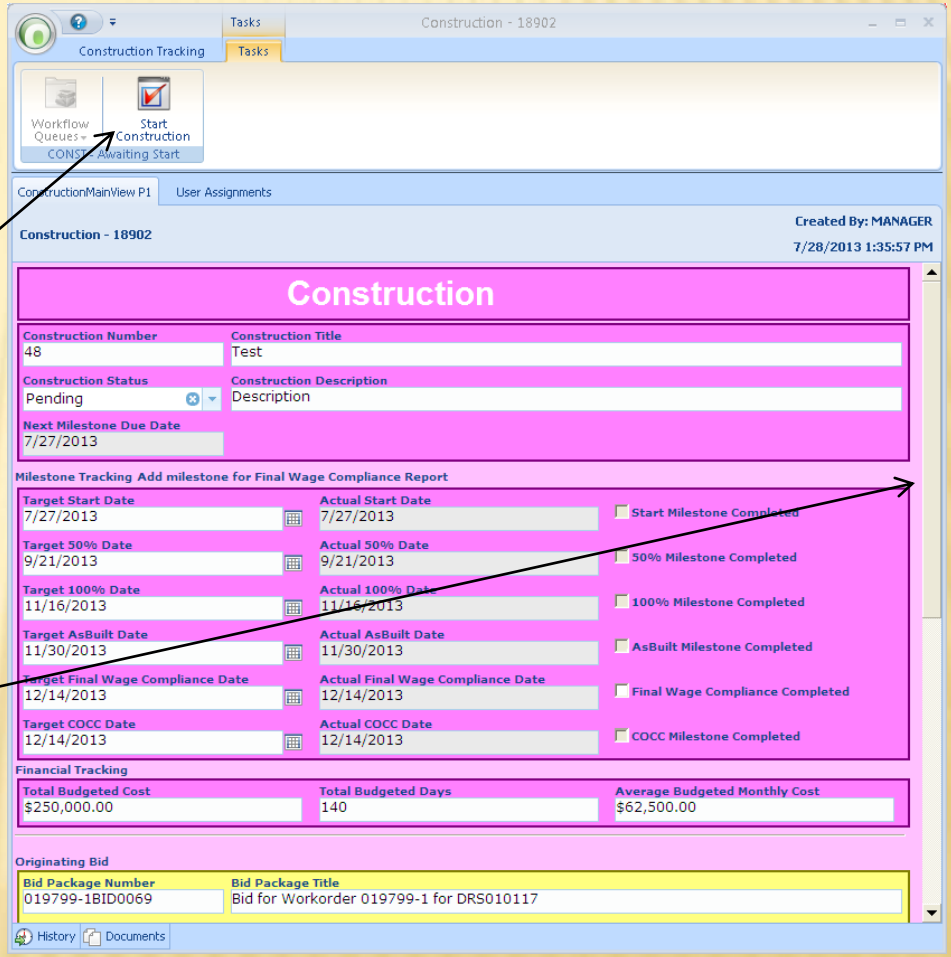
START OF CONSTRUCTION

Once the bid is awarded, the system will auto generate a Construction object. This object tracks the start, the 50% and the 100% construction milestones. It also requires the EngSP to submit the As-Builts, the LSO to submit the Final Wage Compliance and the COCC.

EngSP will receive an email when bid is awarded. Upon start of construction the EngSP will come in and click on the first task.

1) Click on Start of Construction

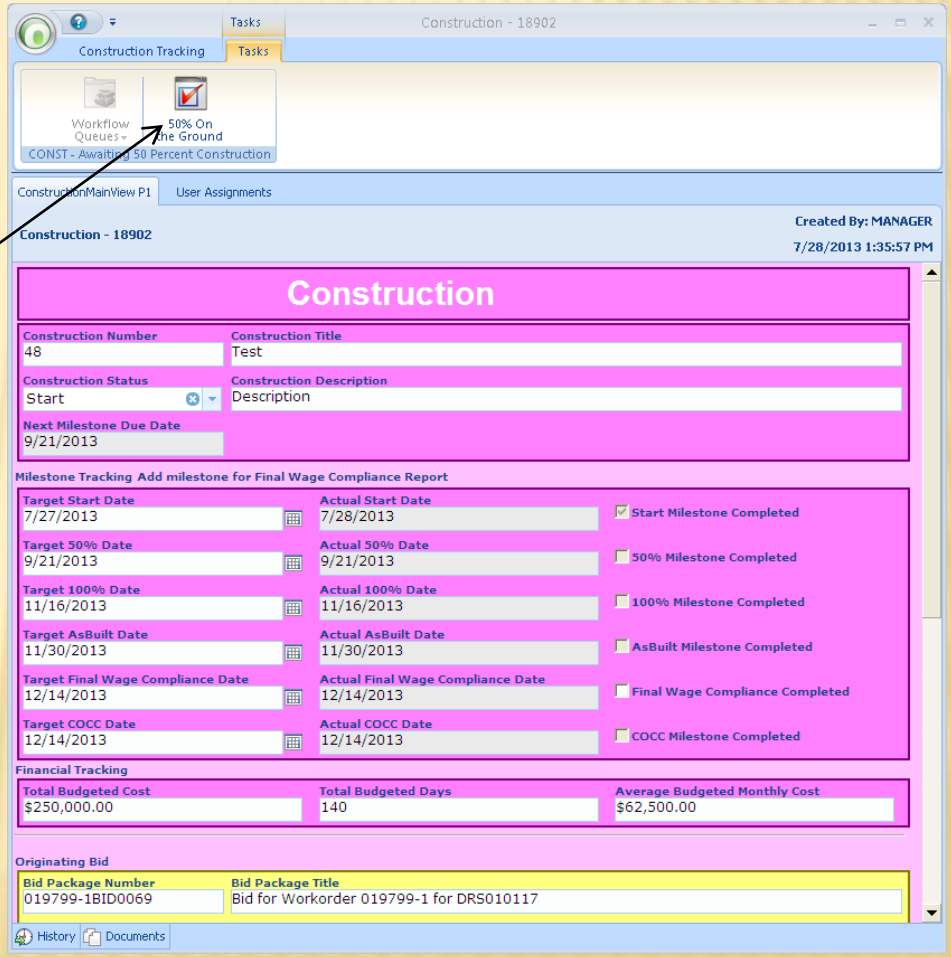
Scroll down to see the rest of the object.



50% CONSTRUCTION

The next task is to update the construction object when project is at 50%.

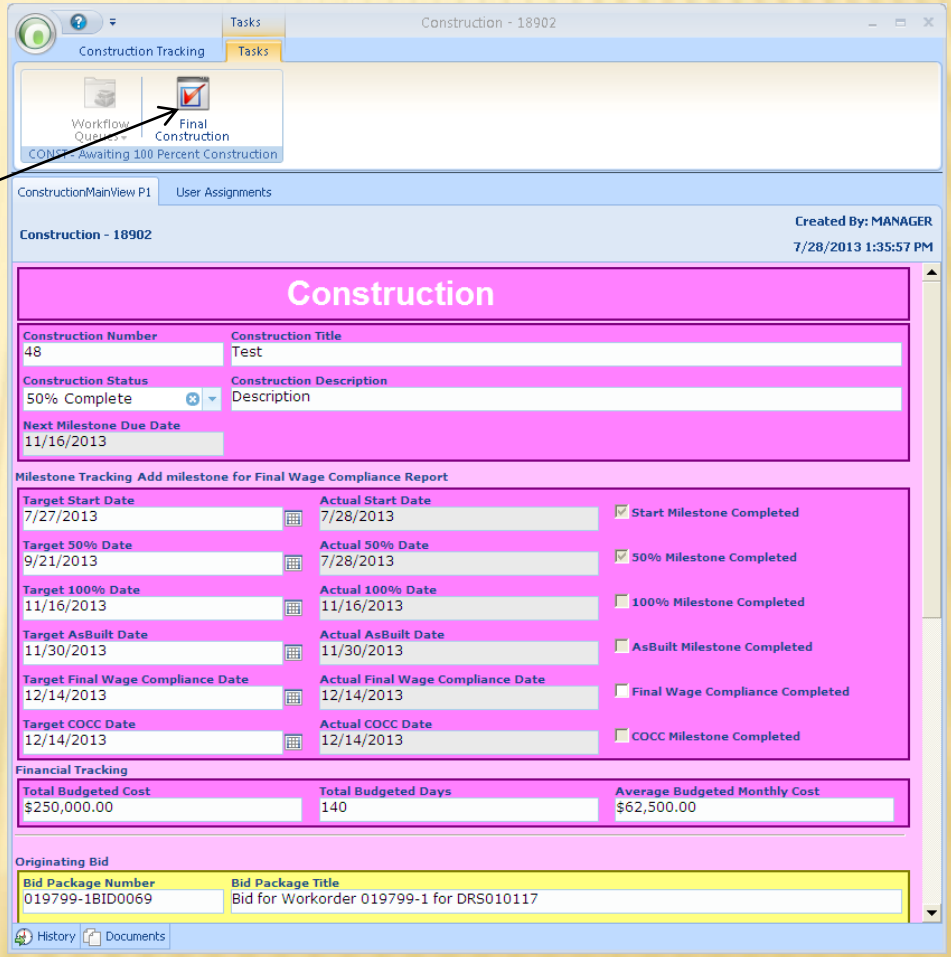
1) Click on 50% on the Ground.



FINAL CONSTRUCTION

The 3rd task in this object is to update the status to 100% when the construction is complete.

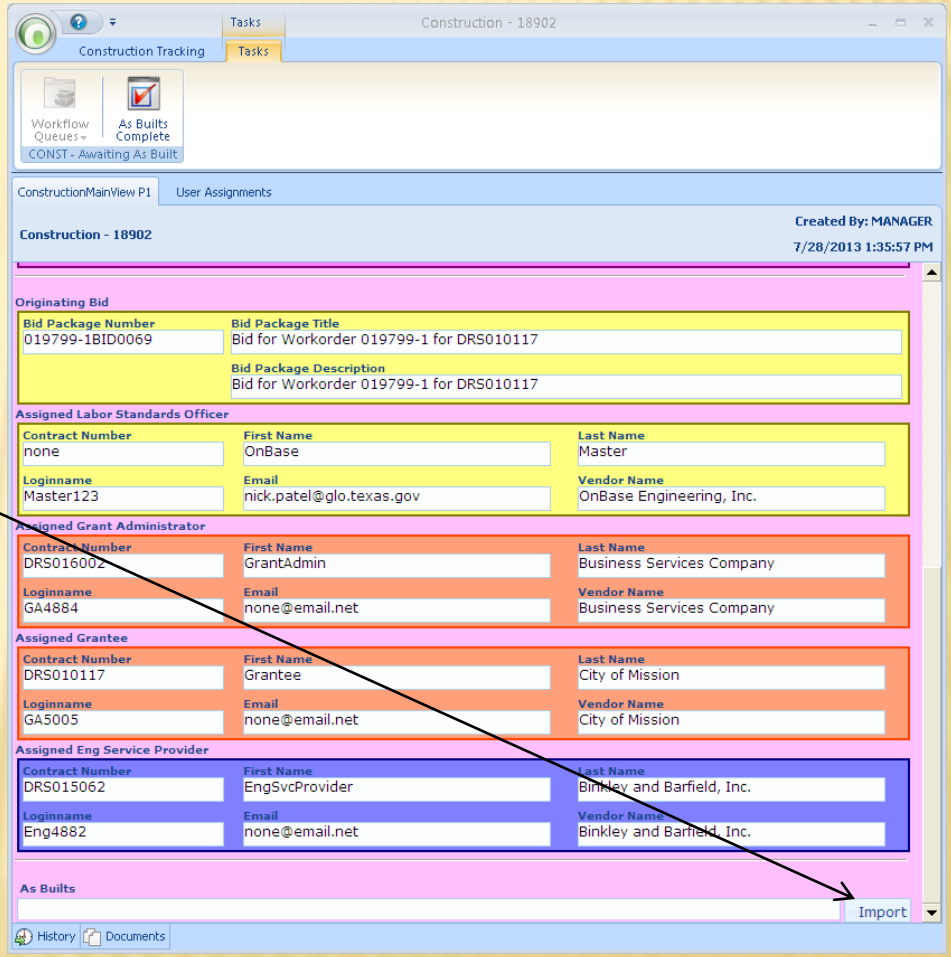
1) Click on Final Construction



AS-BUILTS IMPORT

The last task of the EngSP is to submit the As-Builts.

1)Click on Import



DOCUMENT UPLOAD

1)Select Construction Docs

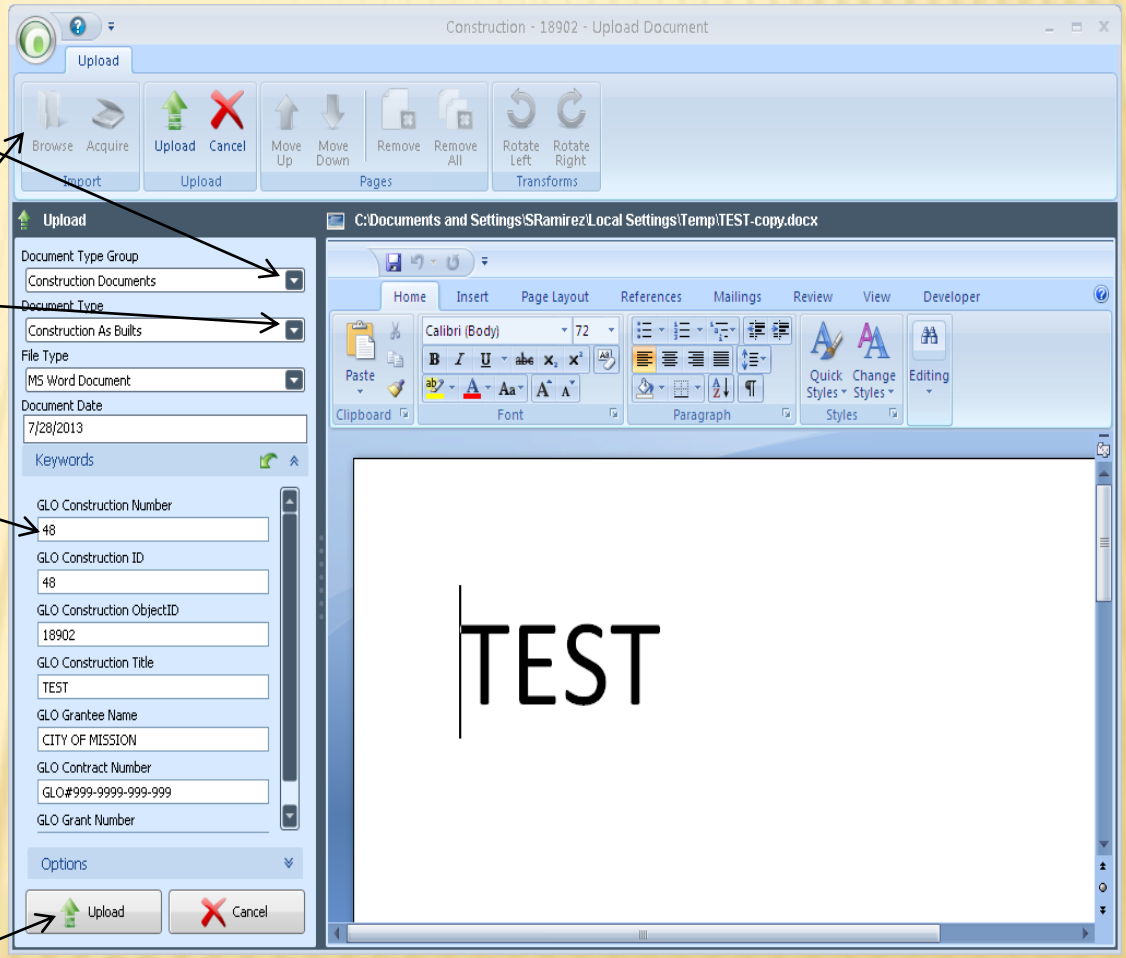
2)Select Construction As-Builts

3)Enter GLO Construction Number

4)Browse

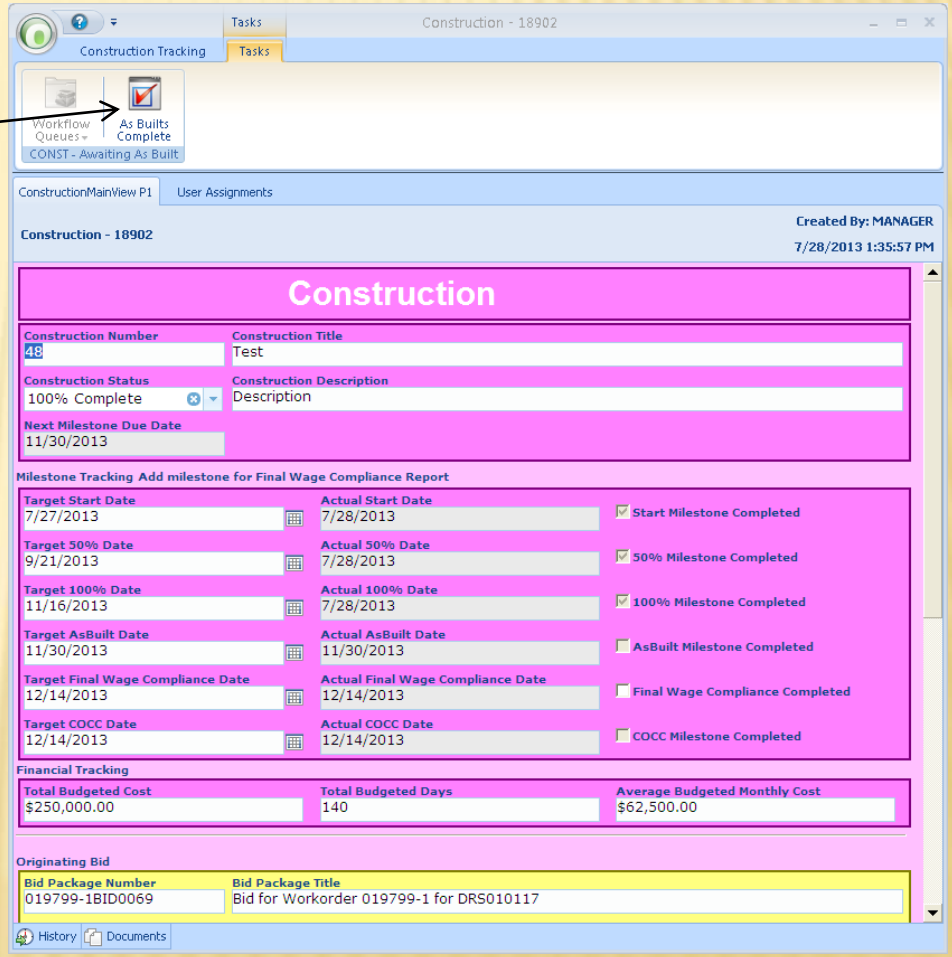
5)Select Doc from your Computer

6)Click on upload



AS-BUILTS TASK

1)Click As-Builts Complete



ENGSP

End of Construction Tasks

End of EngSP Training